



Commitment Statement

1. The Commitment Statement shall include in accordance with the ESFA rules:
 - 1.1 The planned content/components and schedule of eligible training. For standards with mandatory qualification(s) this must be, as a minimum, a list of the units. For standards without a mandatory qualification this must be a description of the activities that the apprentice will undertake to develop occupational competency. It must also be clear if the component has been used towards the calculation of the minimum 20% off-the-job training requirement.
 - 1.2 An agreement of what is expected from, and offered by, the apprentice, employer, main provider (and any delivery subcontractors) to achieve the apprenticeship and details of how all parties will work together to support this
 - 1.3 A summary of:
 - 1.3.1 The name of the apprentice, their job role and their normal working hours (by normal working hours we mean their paid hours excluding overtime).
 - 1.3.2 Details of the apprenticeship, including the name of the apprenticeship standard, the level, the start and end dates for the apprenticeship and the practical period of training.
 - 1.3.3 Details of all relevant parties (the employer, the main provider (including list of all organisations delivering the training including English and maths), (and any subcontractors involved in the delivery of off-the-job training), and the end-point assessment organisation). *We recognise that while new standards continue to be developed, not all end-point assessment organisations will be known at the start of the apprenticeship.*
 - 1.3.4 Details on which elements are eligible for funding from the Employer's Digital Account or government-Employer co-investment and applicable to meet any end-point assessment, those which are extra and not eligible for co-investment but will be fully funded by the employer, and those fully funded by the ESFA including English and maths
 - 1.3.5 The amount of off-the-job training that will be delivered to meet the minimum 20% requirement. The individual's prior learning must be considered before calculating the off-the-job requirement and designing the programme.
 - 1.4 Roles and responsibilities for the Employer, Training Provider and Apprentice and arrangements for how the three parties will work together; this must include contact details and the expected commitment from each party to ensure the smooth running and day-to-day delivery of the Apprenticeship, including:
 - 1.4.1 Employer: commitment to wages and written confirmation from the employer that the apprentice will be allowed to undertake off-the-job training within their normal working hours, in addition to English and maths training if required.
 - 1.4.2 Details of tripartite progress reviews (main provider, employer, apprentice), including the frequency and format, to discuss progress to date against the commitment statement and the immediate next steps required.

The commitment statement must be kept up to date with any material changes (e.g. as a result of changes agreed at a progress review).

Key for completion (internal use)	
	Business Partnership and Enterprise Team
	Apprentice trainer
	MIS

Apprentice Details				
Name		Email		
Address 1		Telephone		
Address 2:		Date of Birth		
Town/Postcode		Care Leaver	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Company		Learning Support	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employer Details (Manager of Apprentice)				
Name		Address 1		
Position		Address 2:		
Email		Address 3:		
Telephone		Postcode		
Single Point of Contact (Mentor) Details if different to above				
Name		Address 1		
Position		Address 2:		
Email		Address 3:		
Telephone		Postcode		
Training Provider Details				
Apprentice Trainer		Email		
Head of Department		Telephone		
Apprenticeship Training Agency (ATA – fill if required)				
Company Name		Email		
Contact Name		Telephone		
End Point Assessment Organisation				
Company				

Programme and Training Details		
Apprenticeship Standard		
Level		
Course Code		
Standard Version		
Duration (weeks and/or months)		
Weekly working hours		
Total working hours (excluding annual leave)		
<u>Employment Start Date</u>		
<u>Apprenticeship Start Date</u>		
<u>Practical Period Start Date</u>		
<u>Practical Period End Date</u>		
<u>End Date</u>		
End Point Assessment (EPA) cost		
Planned EPA date		
Location of Training	AEC Parkway, New Road, Stoke Gifford, Bristol BS34 8SF	Yes <input type="checkbox"/>
	Ashley Down Centre, Ashley Down Road, Bristol BS7 9BU	Yes <input type="checkbox"/>
	College Green Centre, St George's Road, Bristol BS1 5UA	Yes <input type="checkbox"/>
	South Bristol Skills Academy / Advanced Construction Skills Centre, The Boulevard, Hengrove Park, Bristol BS14 0DB	Yes <input type="checkbox"/>
	Off site in its entirety	Yes <input type="checkbox"/>
Training provided	Please refer to the ILP and Smart Apprentice trainer for details on training, and key milestones in achievement.	
Is any of the provision subcontracted?	Yes <input type="checkbox"/> (please complete Subcontracting (Part 2))	No <input type="checkbox"/>
Progress Reviews		
How often are Progress Reviews?	8-12 weeks, exact dates will be advised by your training advisor (apprentice trainer)	
How can Ad-Hoc reviews be arranged?	Via direct contact with your training advisor (apprentice trainer)	

Learning Support, Safeguarding and Wellbeing

Have you previously been in any Learning Support?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you require additional Learning Support to Enable you to successfully Achieve your apprenticeship?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>*If 'Yes' your requirement will be referred to the additional learning support team who will contact you to carry out an assessment.</i>	
*Date referred to ALS Team		
Do you have any safeguarding or wellbeing needs which you will need support with?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>*If 'Yes' you will be referred to the safeguarding team who will contact you further.</i>	
*Date referred to Safeguarding Team		

English and Maths

Where apprentices do not have the required prior attainment, the City of Bristol College will deliver English, Math and/or ICT as specified on the ILP. These elements are fully funded by the government and are not included in the employer apprenticeship fees set out below.

IA Result – Maths				
Maths GCSE grade (or equivalent qualification).		Evidence seen	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does the student need to complete maths functional skills?	Please add your comments.			
Level required?	Please add your comments.			
If yes, how will this be delivered? (workplace, block etc)	Please add your comments.			
Learning Start Date	Learning End Date	Delivery Postcode		
IA Result – English				
English GCSE grade (or equivalent qualification).		Evidence seen	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does the student need to complete English functional skills?	Please add your comments			
Level required?	Please add your comments.			
If yes, how will this be delivered? (workplace, block etc)	Please add your comments.			
Learning Start Date	Learning End Date	Delivery Postcode		

Recognition of Prior Learning	
Work Experience	
Prior Education (GCSE's, A Levels, Degree)	
Training/Qualifications related to subject sector.	

Learner Goals	
Career Goals	

Off-The-Job Training

Through an apprenticeship, an apprentice will gain the technical knowledge, practical experience and wider skills and behaviours that they need for their immediate job and future career. The apprentice gains this through two different types of training, through a mixture of workplace training, classroom study (where required), and self-study.

'Off-the-job' training is delivered by the Training Provider during the apprentices normal working hours. This training will teach the apprentice the knowledge, skills and behaviours set out in the apprenticeship standard so they can achieve occupational competence. Apprentice will need to the opportunity to practise these new skills in a real work environment through on-the-job training, which is the responsibility of the apprentice's employer.

'On-the-job' training will be delivered by the employer. The apprentice will need training and supervision to help them perform the job they have been hired for.

Apprentices must spend at least 20% of their working hours completing off-the-job training. It can be flexible and doesn't have to mean 1 day out of the workplace every week. Apprentices may choose to spend additional time on training outside of these hours, but this must not be required to complete the apprenticeship and must not be included in the 20% calculation.

For example, training could take place:

- online
- at the apprentice's place of work
- at a college with the Training Provider

Or it could be a combination of these options.

The frequency can vary, for example:

- 1 day a week
- part of a working day
- blocks of time

For instance, some apprenticeships begin with a block of training to get the apprentice work-ready.

The employer must allow the apprentice to complete the apprenticeship off-the-job training within their normal working hours. You can agree a suitable training schedule to suit the needs of your business with your Apprentice Trainer.

The start date of the practical period should equate to the first day of off-the-job training.

When calculating the required amount of off-the-job training, the apprentice's statutory leave entitlement only must be deducted. Employees who work a 5-day week receive at least 28 days paid annual holiday (this is the statutory leave entitlement and is the equivalent of 5.6 weeks of holiday). You must pro-rata this for part time workers.

English and Maths

The apprentice may also need to study for maths and/or English qualifications as part of their apprenticeship. You must allow your apprentice time to study for this within their normal working hours. **Studying for English and maths is not counted as part of the 20% minimum off-the-job training requirement.**

Off-The-Job Calculation		
Please ensure you complete all boxes correctly		
		Example:
Apprentice Hours Per Week		40
Weeks on Practical Period Only		104
Annual Leave Entitlement (Statutory only)		11.2
Number of Weeks Eligible for 20%		$92.8 \times 40 = 3,712 \times 20\%$
<u>Total</u> 20% Off the Job Training Hours		742.4 total hrs required for EPA

Breakdown of Off-The-Job training plan	
Training Type	Number of Hours (if applicable)
College delivery	
Workplace delivery Sessions	
Self-Directed time (Knowledge and understanding)	
Internal CPD	
Employers rights and responsibilities	
Shadowing/Work Experience	
Monthly review with Learning Mentor	
Other	
Total Off the Job Planned Hours	

Apprentice Trainer Validation	
Have you discussed 20% off the job training?	Please add your comments
Have you assessed the suitability of the qualification?	Please add your comments
Please complete a KSB with the apprentice and give final score	Please enter KSB score here
Please can you advise the apprentice's KSB score and whether this indicates a fee reduction.	Please enter reduction required here

Breaks in Learning

The apprentice must be involved in active learning throughout the apprenticeship.

Where an apprentice has been inactive for 4 weeks or more, they must be placed on a break in learning.

Where an individual agrees, with their provider and employer, to take a break of at least 4 weeks from their apprenticeship (with or without a break from work), but plans to return to their apprenticeship in the future, a break in learning must be used.

The apprentice may take a break in learning where they plan to return to the same apprenticeship programme. The decision to take a break in learning, the reason for the break and its expected duration must be agreed with the employer. This could include medical treatment, parental leave or leave for other personal reasons.

If an apprentice is on a break in learning when an additional payment is due, the payment will be delayed until the apprentice resumes their apprenticeship and has reached an overall total of 90 or 365 days in learning.

Complaints Guidance

In the first instance, the College encourages you to seek to resolve your concern informally by sharing the concern with the most appropriate member of staff in order to seek a prompt resolution.

However, if the response at the informal stage is not satisfactory, you can formally submit your complaint following our complaints policy/procedure link below.

<http://www.cityofbristol.ac.uk/about-us/college-policies/complaints-procedure/>

In addition to the process set out the College's complaints procedure, Apprentices and Employers can contact the ESFA apprenticeship service support regarding apprenticeship concerns and complaints.

- email: helpdesk@manage-apprenticeships.service.gov.uk
- tel: 08000 150 600
- [Complain about a further education college or apprenticeship - GOV.UK \(www.gov.uk\)](https://www.gov.uk/complain-about-a-further-education-college-or-apprenticeship)

End-Point Assessment

End-point assessment (EPA) is an assessment of the knowledge, skills and behaviours that your apprentice has learned throughout an apprenticeship, which confirms that they are occupationally competent.

Assessments have been designed by employers in the sector and are conducted by independent bodies known as end-point assessment organisations (EPAOs).

You must select an EPAO as soon as possible at the beginning of the apprenticeship.

The apprentice will only get their apprenticeship certificate after they have passed all the elements of their EPA, including any required standards in English and maths.

What does the end-point assessment involve?

Each apprenticeship includes an end-point assessment plan, which describes how the apprentice should be tested against appropriate criteria, using suitable methods. For example, your apprentice may need to complete:

- a practical assessment
- an interview
- a project
- written and/or multiple-choice tests
- a presentation

It is worth getting in touch with your EPAO early on in the apprenticeship to check what the assessment involves.

This will give your apprentice plenty of time to prepare. For example, they may need to gather evidence to show how they've been working towards the core knowledge, skills and behaviours required.

Certification

When your apprentice successfully completes their apprenticeship and passes their EPA, they'll be awarded a certificate.

The EPAO will request this certificate on your behalf.

For some apprenticeships, passing the EPA and completing the apprenticeship will also lead to professional recognition by an authorised body. This is outlined in the apprenticeship details on [find apprenticeship training](#).

Roles, Responsibilities and Commitment to the Programme

The Apprentice will

1. Observe the Employer's terms and conditions of employment and Apprenticeship Agreement.
2. Work for the Employer to the best of their ability and in accordance with the Employer's policies and procedures.
3. At all times behave in a safe and responsible manner and in accordance with the requirements of Health and Safety legislation relating to the individual's responsibilities and promote and act in the Employer's best interests.
4. Give the main provider relevant information to assist in learner or programme eligibility checks.
5. Adhere to the City of Bristol College (CoBC) 'Codes of Practice' and Policies that complement the Employer's business process, with particular reference to, Attitude and Behaviour, Health & Safety, Equal Opportunities, Safeguarding, Quality Assurance practices as outlined in this commitment statement.
6. In both working and training, be diligent, punctual, attend courses, keep records, attend, take part in and contribute in progress review meetings and undertake assessments in order to achieve learning plan objectives, keeping the employer informed of progress towards meeting these objectives.

7. Commit to the learning activities required in each module, including any additional self-study and research (to take place during working hours).
8. Negotiate achievable learning targets and milestones in conjunction with Apprentice trainers, Tutors and Employer, and endeavour to achieve these objectives and outcomes within the agreed timescale
9. Be respectful of colleagues, employers, teaching staff in accordance with the Training Provider and employer policies.
10. Complete any coursework, assignments and exams required to achieve the apprenticeship.
11. Assist the main provider in collecting evidence of off-the-job training (where information is held by the apprentice).
12. Agree, with the employer and main provider, when learning is complete and that they are ready to undertake the end-point assessment.
13. Notify the Employer and the Provider as soon as possible, of non-attendance at either scheduled training sessions, reviews, planned meetings or off-the-job training and workshops.
14. Contact the employer if unable to attend work.
15. Inform the Employer and the Provider of any health issues which may affect their learning.

The Employer will

1. Provide assistance to the main provider in the eligibility checks of the apprentice where applicable.
2. Confirm that the Apprentice will spend at least 50% of their working hours in England over the duration of the apprenticeship including time spent on off-the-job training.
3. Provide the Apprentice with an Apprenticeship Agreement/Contract which forms part of the individual employment arrangements between the Apprentice and the Employer.
4. that the apprentice is receiving a wage in line with the national minimum wage requirements and that the apprentice rate was not used prior to a valid apprenticeship agreement being in place.
5. Work with the main provider to identify the most suitable apprenticeship standard for the job role.
6. Confirm with the Training Provider that the apprenticeship standard selected is the most appropriate learning programme for the individual and; that the apprentice has the opportunity in their job role to gain the knowledge, skills and behaviours needed to achieve the apprenticeship.
7. Contribute to and agree to the plan of training, as developed by the provider, ensuring satisfactory progress is maintained.
8. Assist the provider in collecting evidence of off-the-job training
9. Contribute to tripartite progress reviews with the apprentice and provider. If a planned review is to be cancelled – this must be advised to the apprentice trainer, giving at least a minimum of 24 hours' notice. Failure to do so could result in a fee of £250 being charged.

10. Agree, with the apprentice and provider, when learning is complete and the apprentice is ready to undertake the end-point assessment
11. Choose an end-point assessment organisation within three months of the commencement of the programme.
12. In consultation with the Training Provider, ensure that the apprentice is prepared and understands the end-point assessment process. Engaging the endpoint assessment organisation can be at any time, but to ensure timely delivery of the end-point assessment, the dialogue must commence at least 6 months before the planned end date of the apprenticeship. As part of this process all information required for the end-point assessment must be ready to present to the end-point-assessment-organisation for the gateway.
13. Negotiate a price with the provider, considering the apprentice's prior learning (knowledge, skills and behaviours), and understands any obligations in relation to co-investment.
14. Fund optional modules, educational trips or trips to professional events not specified in the Apprenticeship Framework or in the knowledge, skills and behaviours of the Apprenticeship Standard.
15. Pay the difference in costs for end-point assessment for Apprenticeship Standards, where these exceed the 20% of the funding band maximum.
16. Ensure that the learner attends College in line with the learning plan- including any Functional Skills blocks of training.
17. Inform the College if the Apprentice is required in the workplace on a College day, so that the learner can be shown as "Authorised absence". This should only occur in an emergency situation and should not be a regular occurrence as it will jeopardise the Apprentice programme.
18. Guarantee that the SPOC (specific point of contact) will be available to provide safeguarding and wellbeing feedback to the assessor, as well accepting responsibility for fulfilling the requirements on behalf of the employer as outlined in employer handbooks & contractual agreements.
19. Contact the College if they become aware of any safeguarding concern. They must call the safeguarding team as soon as possible on 0117 312 5733.
20. Add to absence policy for apprentice to contact employer if unable to attend work. The employer shall call safeguarding if their apprentice has unauthorised absence and is not contactable for 3 days.
21. Treat the apprentice fairly and reasonably as with the rest of the workforce and not discriminate or act unfairly.
22. Understand legal and contractual responsibilities for the health and safety of the apprentice.
23. Ensure conformity with the Employer's equal opportunities policy.
24. Provide a job opportunity, where this continues to exist, and if the Apprentice wishes to remain with the employer, after successful achievement of the Apprenticeship
25. Seek to resolve any complaints brought by the apprentice/provider

The Training Provider will

1. Confirm that the apprentice is eligible for apprenticeship funding
2. Confirm the employer was offered (where appropriate) the option of the free Recruit An Apprentice service.
3. Confirm the employer has a contract of service with the apprentice which is long enough to complete the apprenticeship successfully (including end-point assessment) and compliant with the funding rules.
4. Devise a plan of training, for agreement by all 3 parties, which provides value for money and includes the financial value that covers external quality assurance to ensure consistency of quality and for Standards the EPA costs.
5. Confirm any requirements for training to be sub-contracted (to be agreed with the employer)
6. Provide the Employer and Apprentice details of how English and Maths will be delivered if those Apprentices requiring these elements as a requirement to complete their Apprenticeship
7. Provide a timetable for any required College attendance at the beginning of the programme prior to element start date.
8. Negotiate a price with the employer, including the following checks: -
 - Additional payments / bursaries / small employer waiver
 - Relevant prior learning (which would reduce the content, duration and the negotiated price)
 - That the employer understands any obligations in relation to co-investment (where appropriate)
9. Manage/provide off-the-job training as detailed in the plan of training and to be clear that off-the-job training should only be delivered in the practical period. The practical period ends at the gateway for end-point assessment. Off-the-job training does not take place in the end-point assessment period of an apprenticeship.
10. Report (named) apprentice non-attendance at scheduled training sessions to the employer
11. Manage/oversee the delivery provided by any other party (subcontractors) used to complement delivery, and ensure that they meet one of the three criteria set out in the ESFA Funding and Performance Rules (paras 126.1 – 126.3).
12. Pass on apprenticeship funding to any subcontractors (as agreed with the employer) and to the end point assessment organisation selected by the employer
13. Provide any certification as agreed with the employer/apprentice and/or required by the apprenticeship.
14. Lead the tripartite progress reviews with the apprentice and employer.
15. Update the Commitment Statement in consultation with the Employer and Apprentice as and when required
16. Agree, with the apprentice and employer, when learning is complete and the apprentice is ready to undertake the end-point assessment and to support employers to negotiate with Assessment Organisations to secure value for money.
17. Ensure that the individual learning record [ILR] contains the:

- Individual Learning Plan (ILP)
- Entire duration of the apprenticeship for both training and end-point assessment [if applicable]
- Agreed prices for training and assessment [if applicable]
- Total cash value of Employer contributions received
- Ensure that the Learning Plan fulfils the criteria of the Standard. An Individual Learning Plan (ILP) contains this information and be must be complete.

18. Administer the programme: -

- Complete any required paperwork (e.g. ILR) and upload data to the ESFA as required to trigger funding
- Ensure that funding rules are not breached to avoid recovery of all or part government funding.
- Ensure evidence is provided by employers who are eligible for waived employer contribution.
- Ensure that there are no delays with the processing of any employer incentive payments.
- Ensure, where a delivery sub-contractor is used to complement delivery, that they meet one of the three criteria set out in the ESFA Funding and Performance Rules.
- To assess and provide support as required to meet the learning needs of the Apprentice
- Monitor the Quality Assurance of the delivery (including that of any Sub-Contractor) through regular meetings (with, audits and observations of teaching, learning and assessment).
- Resolve any disputes between the Employer, Main Provider, any Delivery Sub-Contractors and Assessment Organisations. The Training Provider's Complaints Policy and Procedures are available at: <http://www.cityofbristol.ac.uk/about-us/college-policies/complaints-procedure/>. Apprentices and Employers can contact the National Apprenticeship Helpline regarding apprenticeship concerns, complaints and enquiries: email: nationalhelpdesk@apprenticeships.gov.uk or tel: 0800 015 0400.

19. Support the apprentice and their employer with any safeguarding concerns, and contact the safeguarding team when appropriate on 0117 312 5733.

20. Make efforts to secure alternative employment for the (named) apprentice if made redundant

The Employer and Apprentice will work together with the Training Provider to ensure that the Apprentice has the best chance to achieve. In doing so, each parties' roles and responsibilities below should be read carefully. In line with ESFA funding rules, this Commitment Statement must be in place for the duration of the apprenticeship and distributed to all three parties.

Employer classification, incentives and exemptions eligibility											
Levy Status			Levy payer <input type="checkbox"/>					Non-levy payer <input type="checkbox"/>			
Eligible for 16-18 incentive			Yes <input type="checkbox"/>					No <input type="checkbox"/>			
If yes, the employer must complete the BACS payment form to receive the £1,000 incentive paid in two parts; one after the 3rd month and the second after the 12th.											
Employee information											
Employers are eligible to have the employer contribution waived if they recruit a 16-18-year-old and have an average of 49 or fewer employees with a contract of employment in the 365 days before the apprentice commences their programme. If the average number of employees is 49 and the recruitment of apprentices takes this number to 50, you will still be eligible to receive this extra support. However, if the average number of employees is 50 and the recruitment of apprentices takes this number to 51, you will not be eligible to receive this extra support.											
Calculation of average number of all full and part-time employees (those with Contracts of Employment) over the previous 365 days											
12m	11m	10m	9m	8m	7m	6m	5m	4m	3m	2m	Last month
Average number of employees:											
Under 50 employees			Yes <input type="checkbox"/>					No <input type="checkbox"/>			

Non-Funded Apprenticeship Elements		
Detail of items not eligible for ESFA funding	Cost	Due date
n/a	n/a	On enrolment

Funded Apprenticeship Fees				
The agreed charges (excluding VAT) for the training of the apprentice under this agreement are detailed below. This could vary dependent upon validity of the information above and/or levy funding available. The total fee below only includes eligible items as specified in the Apprenticeship funding and Performance-Management Rules for Training Providers (P88).				
Total funding available	Prior Learning Fee Reduction - % and amount to be deducted from the total funding	Amount to be paid from the Employer Levy	Employer Non-levy Contribution	Amount to be claimed from ESFA funding

This Apprenticeship Programme is agreed and incorporated into the services agreement. I, the employer, declare that all the information stated in this schedule is accurate at the point of enrolment.

Party	Name	Signature	Date
Apprentice			
Employer / Placement			
Training Provider			

Non-Funded Apprenticeship Elements: employers will be invoiced for the full amount payable on enrolment of the apprentice, or as specified above, payable within 30 days of invoice.

Plan of Training					
Course Components / Units / Modules		Method	Delivery Lead	Total Hours	Included in OTJ
Example Unit 1	An introduction to business and management	8 tutorials x 6 hours, 24 hours online learning	Main Provider	72	72
	Gateway assessment	Tripartite discussion	All parties	2	0
		Total			

Other Content / Components	Method	Delivery Lead	Total Hours	Included in OTJ
<i>Note: Additional components, above the apprenticeship are not OTJ and should be funded by employer. You may still want to document here.</i>				
		Total		

Total	Total Hours	Included in OTJ	Minimum OTJ	Compliant?
Total				

Party	Name	Signature	Date
Apprentice			
Employer / Placement			
Training Provider			